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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Janet Napolitano  
Governor

Tracy L. Wareing  
Director

May 13, 2008

**WIA GUIDANCE LETTER #06-07**

**SUBJECT:** Customized Training under the Workforce Investment Act (WIA)

**REFERENCE:** P.L. 105-220, Section 101(8)(A)(B)(C) and Section 122(h)(1)(2) of the Workforce Investment Act of 1998; 20 CFR Part 652 et al., Subpart D, Section 663.430(a)(1) and 663.595; Subpart G, Section 663.715 (a)(b)(c), 663.720(a)(b)(c), and 663.730; Subpart B, Section 665.200(b)(2), 667.268(a)(2), 667.640(b)(iii), Subpart C, Section 668.340(d)(9); Subpart E, Section 668.500(a)(4)

**BACKGROUND:** Customized training is designed to meet the specific training needs of an employer or group of employers, through a training curriculum that is “customized” to a WIA participant’s skill needs. The State of Arizona was granted a waiver by the United States Department of Labor (USDOL) of the 50% minimum match requirements for business customers to participate in the costs of providing WIA Title IB customized training to adults and dislocated workers which will assist business customers with their training needs.

Arizona recognizes that small businesses often have limited resources to meet their training needs. The following schedule of costs to businesses will be instituted based on the number of employees in their business applicant’s workforce.


- A business with 100 or more employees must pay 50% of the training cost
- A business with 99-50 employees must pay 40% of the training cost
- A business with 49-25 employees must pay 30% of the training cost
- A business with 24-10 employees must pay 20% of the training cost
- A business with 9 or less employees must pay 10% of the training cost

The Governor’s Council on Workforce Policy is committed to ensuring that new and current employees enrolled in customized training programs acquire skills to meet workplace requirements for long-term employment, avert lay-offs, and train for employment with emphasis on high-skill, high-wage occupational areas. Attached are Arizona’s guidelines for formalizing customized training contractual agreements with employers.

**ACTION REQUIRED:** Please distribute this memo and its accompanying documentation to all staff responsible for placing WIA participants in training-related activities.

If you have any questions, please contact your assigned Field Operations Liaison at (602) 542-3957.

Sincerely,

A handwritten signature in black ink, reading "Carolyn Ufford". The signature is written in a cursive, flowing style.

Carolyn Ufford  
WIA Section Manager  
Employment Administration

Attachment: WIA Customized Training Procedures